Academic Governance Framework
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**Introduction**

This high level document outlines the governance framework through which Australian College of Natural Medicine Pty Ltd (ACNM) delivers its programs and academic priorities.

Australian College of Natural Medicine (ACNM) Pty Ltd trading as Endeavour College of Natural Health, FIAFitnation, and Wellnation is a dual sector provider of higher education and vocational education and training, servicing the natural health, wellbeing, and fitness sectors. The term ‘College’ within this document should be considered as the collective of all trading names.

ACNM Corporate Board has delegated responsibility for all academic matters to its College Council consistent with the National Governance Protocols for Higher Education Providers. ACNM Corporate Board will also receive feedback from the student body on the operations of the College through Student Representative Council representation on College Council and its subsequent report to the Board.

ACNM recognises the Australian Standard 8000-2003 Corporate Governance, as follows:

Corporate governance generally refers to the processes by which organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, direction and control exercised in the organisation.

The academic governance framework sets out the structure and terms of reference for each committee.

ACNM recognises that there are a number of key principles that are commonly regarded as the basis of good governance including:

- Good strategy, planning and monitoring of the vision, mission and organisational values
- Sound risk management and compliance processes
- Composition and membership of the College Council and its Committees
- The promotion of College Council, Academic Board, Research Degrees Board and VET Advisory Board performance and effectiveness
- Continual improvement of reporting and monitoring.

**Underlying Principles**

The following principles underpin the governance structure of the College:

- ACNM is committed to the establishment, maintenance and promotion of sound governance within the College, including responsible and accountable management of the College
- All international, national and state legislation, corporate responsibilities, accountability frameworks, regulations, codes of practice and standards that are applicable to the College form part of the governance framework
- All College rules, codes of practice, policies, associated procedures and plans form part of the governance framework
- All employees, students, sessional staff, contractors and agents of the College, by virtue of accepting employment, enrolment or other formal association with ACNM, agree to operate in ways that are in accordance with the ACNM governance framework.
Roles of Australian College of Natural Medicine Pty Ltd Council, Boards and Committees

Australian College of Natural Medicine Pty Ltd Board of Directors (ACNM Board) is the governing corporate body of the organisation. Responsibilities for academic governance have been delegated to the College Council, which in turn has delegated some academic decisions and responsibilities to the Academic Board and its committees for undergraduate higher education, to the Research Degrees Board and its committees for research education, and to the VET Advisory Board and its committees for vocational education and training.

The College Council has nomination, induction and professional development processes in place for Council members, procedures for the conduct of the College Council, Academic Board, Research Degrees Board, VET Advisory Board and Committee meetings, guidelines to assist members to exercise their duties, and processes for review of overall and individual member performance and effectiveness. College Council and the ACNM Board have a joint meeting annually.

The College Council also receives advice from the Student Representative Council (SRC) by representation of a SRC member on the College Council. While the SRC is not an official academic governance body and therefore not represented in this document, the College Council recognises the importance of student input into the academic operations of the College (particularly given the College Value of Student Centricity and ensuring it is embedded into all areas of College life), and welcomes input from the SRC.

External Obligations

Australian College of Natural Medicine Pty Ltd (ACNM) Board of Directors is bound to meet the responsibilities of a proprietary company under the Corporations Act 2001.

ACNM must comply with legislation enacted by State and Commonwealth Governments and is committed to doing so at every level.

Committees

College Council has established Committees to assist in performing the academic functions of the College and providing timely advice to the College Council.

- Each Committee of College Council will have Terms of Reference as determined by the College Council
- The composition of College Council Committees may include persons independent to the College, members of the College staff and students of the College
- The Academic Board, Research Degrees Board and VET Advisory Board may establish sub-committees to provide advice and recommendations, or make decisions, on matters within its Terms of Reference. The Boards may also establish working parties to consider special issues. Each Committee will have its own Terms of Reference as determined by the Academic Board, Research Degrees Board and VET Advisory Board, and College Council will be advised of their establishment.
- The establishing Board shall receive reports as required from such sub-committees and working parties and have the responsibility to monitor and evaluate activities in respect of each sub-committee’s functional responsibility.
- Ad hoc Advisory Committees may be convened from time to time to advise on relevant matters.
- The CEO of ACNM Pty Ltd and Dean and Operations Director (D&OD) are authorised to attend any meeting of any of the bodies herein at their discretion.

Policy and Procedures for Performance Evaluation of College Council

College Council recognises that performance evaluation is fundamental to good governance. By regularly evaluating the performance of the College Council, Academic Board and VET Advisory Board, College Council is able to identify gaps and develop strategies and actions for improvement. In accordance with good governance practice and national protocols of governance, the College Council, Academic Board and VET Advisory Board will review their performance on an annual basis.

Evaluation Framework

- College Council, Academic Board, Research Degrees Board and VET Advisory Board will create measurement instruments for the purpose of self-review.
- Annually, the College Council will evaluate its conformance with all National Protocols and Corporate regulations.

Each body within this governance framework must meet the following criteria:
- **Need** (must have a clear need for its existence and a clear purpose)
- **Unique Role** (must have a clearly-defined role that is well-differentiated from the roles of other elements)
- **Adds Value** (either by making important decisions or by providing high-level advice)
- **Primary Focus** of the College is to ensure all decisions and recommendations are to meet criteria for the best student experience at all times
- **Active** (meets regularly or periodically as well as makes decisions or recommendations)
- **Stakeholder Input** (affords an opportunity for the relevant stakeholders to provide meaningful input into decisions).

Any new sub-committee should not be established unless it meets these criteria.

Following annual review of this Academic Governance Framework, any structural changes recommended by the College Council are to be approved by the ACNM Board. On receipt of this approval, the changes are to be documented, actioned and this document updated and circulated by the Quality and Compliance team.

Quorum Arrangements

Overall, the quorum is half the membership plus one, of the filled positions. Vacant positions are **not** counted in calculating the quorum. Co-opted committee members are not counted towards the quorum. The CEO or D&OD may, in appropriate circumstances, declare the College Council quorate, so that the business of the College may continue in a timely manner.

In some cases, provision may be made to allow inquorate meetings of other committees to proceed, especially if an urgent matter needs to be considered. The proceedings and decisions of any inquorate meeting will need to be ratified at the next quorate meeting.
For College Council, the quorum must include at least one independent member. For Course Advisory Committees, the quorum must include at least half of the independent membership of the time.

**Induction Arrangements**

All new members will be asked to sign a Confidentiality Agreement prior to formally joining the College Council and/or any of its sub-committees. This Confidentiality Agreement will be held ‘in perpetuity’ until such time as the member is no longer a part of that governing body. If a member is part of multiple governing bodies, they may be requested to sign an agreement for each body, or one agreement may be held for all College governing bodies, dependent on Chair.

Before the first scheduled meeting of any committee for the year, the Chairperson or their nominee will meet with any new members to brief them on the Terms of Reference and schedule of business. A copy of all relevant governance documents will be provided.

Such a briefing will also be provided to any new member who joins a College committee, sub-committee or working party during the year, preferably before the new member attends a meeting.

**Secretarial Arrangements**

The Chairperson of any committee shall nominate an appropriate administrative staff member to act as the Minute Secretary (this will usually be a member of the Quality & Compliance team at the College). The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chairperson and in consultation with the CEO and/or D&OD (where relevant), for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. Unless otherwise stated in the Terms of Reference, the Minute Secretary shall not have rights of debate or vote but may be called upon throughout the meeting to provide clarity or context where relevant to their role at the College.

**Agendas and Minutes**

Minutes, agendas and supporting documents shall be distributed to members of the relevant committee at least five (5) working days prior to the forthcoming meeting.

Except with permission of the Chairperson, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Minute Secretary at least seven (7) working days prior to the forthcoming meeting.

Minutes, agendas and associated meeting papers may be distributed in hard copy or electronically.

Records, due to their nature, are subject to the requirements of regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with good record management practice. Responsibility for ensuring appropriate records management for the committee rests with the Minute Secretary under the direction of the Chairperson of the committee. The committee shall keep minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.
College Council

Preamble

Australian College of Natural Medicine Pty Ltd Board of Directors (ACNM Board) is responsible for directing and controlling the commercial business of the Company, including guiding and monitoring its strategy and business affairs, in accordance with the legal responsibilities of the Corporations Act 2001.

The ACNM Board of Directors has delegated day to day business management of the operations of the College and policy responsibility jointly to the Chief Executive Officer (CEO) and Dean and Operations Director (D&OD).

The ACNM Board of Directors has delegated all academic governance responsibilities to the College Council. The College Council is responsible and accountable to the ACNM Board of Directors for the discharge of these academic responsibilities.

College Council approves the academic and student related policies and procedures that underpin ACNM’s higher education, research and/or VET compliance with regulatory obligations. College Council reviews and monitors the performance of all academic areas of the College to assist with quality management and continual improvement of those operational processes.

ACNM Board of Directors has delegated the responsibility for operational policies to Executive Management.

The Chairperson of College Council is also vested with the power to make executive decisions on behalf of the College Council should urgent and/or time-sensitive matters arise between meetings. Such decisions will be subject to ratification at a subsequent College Council meeting.

Structure

College Council considers advice from three advisory boards, the Academic Board, the Research Degrees Board and the VET Advisory Board. Each board can have a number of sub-committees, which assist in meeting its obligations and objectives. The College Council relies on the advice of the Academic Board, Research Degrees Board and VET Advisory Board to provide a mechanism by which progress and performance may be monitored and academic matters may be explored in order to provide College Council with the most appropriate recommended action for consideration. College Council will also seek input from the Research Management Committee, Human Research Ethics Committee, and the Quality and Compliance team. College Council will receive advice or recommendations from its Boards, or referring Committees or Teams via its agenda to which will be appended comprehensive reports, analyses and supporting papers.

College Council is committed to reviewing its academic governance structure and Terms of Reference on a two yearly basis.

The diagram below outlines the Board and Committee structures of College Council.
Membership

ACNM trades as national higher education and vocational education and training institutions; as such membership of its College Council will include members from around Australia and across the professions and fields of study inherent to its role.

In some instances of membership, a stipend may apply.

The Chairperson will be independent to the College and is appointed by ACNM Board of Directors for a three (3) year term. In appointing a Chairperson, the ACNM Board of Directors will consider the following:

- Considerable knowledge of and experience in senior positions in the higher education sector
- Experience chairing academic councils, boards and similar committees
- Academic qualifications, research and experience in the review of academic policy and procedure and with national regulatory frameworks
- Academic status – (preferably) an Emeritus Professor or Professor.
Other than the ACNM Board appointment of the Chairperson, the College Council itself has the authority to invite members to join and will be made up of the following:

- At least two (2) Professors or other senior academic staff from other higher education institutions, particularly in the fields of complementary medicine, integrative medicine, health and fitness or pedagogy
- At least two (2) leading Practitioners from the range of modalities and disciplines aligned to ACNM’s educational offerings
- At least one (1) representative from a large community health organisation (e.g. disability or aged care health services)
- CEO of ACNM Pty Ltd
- Dean and Operations Director
- Chairperson of Academic Board (independent)
- Chairperson of VET Advisory Board (independent)
- Director of Education
- Associate Director, Research
- National Quality, Governance & Compliance Manager
- One (1) Academic Staff Representative elected biennially by ACNM academic staff members
- One (1) Operational Staff Representative elected biennially by ACNM operational staff members
- One (1) Student Representative
- One (1) Consumer Representative
- One (1) Alumni Representative
- One (1) Sessional Academic with continuous service to the College of at least two (2) teaching periods

Any casual vacancy in membership may be filled on nomination of a replacement by the remaining members of the College Council until such time as the original position is up for renewal.

The Chairperson of the College Council or the CEO and/or D&OD can at any time invite other relevant guests (internal or independent) to attend all or part of a meeting. These guests will not be counted in the calculation of a quorum. Where a guest has attended more than half of the College Council meetings held since last review of this Academic Governance Framework, College Council will consider at its next review the addition of that guest as a permanent member of the College Council.

The Chairperson of College Council will formally advise the ACNM Board of new membership to the Council by way of a College Council report or College Council minutes that are in turn included in the ACNM Board papers.

By nature of the delegation of powers, any member of the ACNM Board of Directors is eligible to attend a meeting of the College Council with rights of audience and debate at the meeting. It is expected that the Chairperson of the College Council will be notified in advance of this attendance by that Director.

**Period of Office**

Aside from staff and student positions, all College Council positions (apart from the appointed Chair position) shall be for a period of three (3) years. The maximum number of terms that can
normally be served by these members consecutively is two (2) terms (each of three years), being a total of six (6) years.

Elected Staff positions shall be for a period of two (2) years. The Student representative must be currently enrolled in a College course of study and will attend College Council as long as they remain a fully enrolled and active student (i.e. not deferred or suspended).

The Alumni representative shall be invited to join the membership by the College Council based on the skills mix in relation to other members and the representative’s development in the field since graduation.

The Consumer representative shall be invited to join the membership by the College Council based on the needs of the College and the representative’s interest and participation in the field.

The Sessional Academic representative shall be invited to join the membership by the College Council based on the needs of the College and the representative’s previous work for the College. The Sessional Academic representative will remain on the College Council while they continue to work at the College or for a period of two (2) years, whichever ends first.

College Council may choose to increase the number of members at any time. The maximum number of positions shall be twenty (20) and the minimum number shall be eleven (11).

There shall be a majority of independent members (neither members of ACNM Board of Directors nor College staff or students) at all times.

Quorum

The quorum for meetings of College Council shall be half the membership holding office at the time plus one (providing it includes at least one independent member). Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Vacant positions are not counted in calculating the quorum. Co-opted members are not counted towards the quorum.

The Chairperson, CEO or D&OD may, in appropriate circumstances, declare the College Council quorate, so that the business of the College may continue in a timely manner.

If College Council is inquorate, it will proceed ‘in Committee’ and the record of its deliberations at that meeting will be reviewed at the next quorate College Council meeting.

Chairing of Meetings

In the absence of the Chairperson, the Chairperson, CEO or D&OD will appoint a proxy Chairperson for the meeting, who will assume the role and duties of the Chairperson. Where possible, that proxy Chairperson will be an independent member of the College Council.

Roles of College Council Members

All College Council members are required to agree upon appointment:

- To act in accordance with this College Council Terms of Reference
- To act in accordance with the interests of the College as a whole
• To maintain confidentiality of all matters discussed at College Council meetings or in other situations where they are representing the College Council.

In addition, the Chairperson will have rights of audience and debate as a representative of the College Council at meetings of the ACNM Board of Directors. The Chairperson of the College Council will attend an ACNM Board meeting at least once per year.

Accountabilities

The ACNM Board of Directors has delegated the institution’s academic governance duties to the College Council. College Council is therefore primarily accountable to ACNM Board. College Council shall only account and report externally to others (e.g. regulators where the College delivers accredited courses) in accordance with, and subject to, the directions, delegations and limitations provided by the ACNM Board of Directors.

The Chief Executive Officer (CEO) and Dean and Operations Director (D&OD), as members of the College Council and officers reporting to the ACNM Board, will ensure regular communication between the Board and College Council.

To facilitate this relationship, effective communication and strong working relationships are encouraged between the ACNM Board of Directors, the College Council and its Boards / Committees. The Minutes (confirmed or unconfirmed) of the previous meeting of College Council will be included with the ACNM Board papers as a standing agenda item.

Members are expected to attend meetings and to be accountable to the College Council for non-attendance by providing apology when unable to attend. If a member is aware that they will miss a meeting, they are expected to seek an approved leave of absence from the Chair for up to two (2) consecutive meetings. If a member does not attend up to three (3) consecutive meetings of the College Council (regardless of approval of leave of absence), the College Council may seek to replace that member in their position on the Board.

Primary Responsibilities of the College Council

College Council’s primary responsibilities will include:
• Overseeing and reviewing the academic governance framework and structure, and recommending changes where necessary
• Overseeing major academic policy and procedural principles and reviews, consistent with legal and regulatory requirements and compliance obligations
• Overseeing and monitoring the academic standards, activities and outcomes of the College within a quality and academic risk framework.

In undertaking its primary responsibilities the College Council will determine, approve or advise on, any matters within its authority.

Functions of the College Council

The College Council holds authority over the College’s academic governance through the following functions:
• Review, approve and monitor academic policies and procedures for the College to ensure that the quality of courses, processes and outcomes is maintained and compliance with all national registration and accreditation conditions of these courses is fulfilled
• Monitor and review the overall direction and academic mission of the College and its implementation, including through regular Strategic Plan reviews
- Establish internal and independent academic quality assurance, academic review and advisory mechanisms in order to monitor quality standards in academic staffing, scholarship, courses and outcomes, student participation and attainment, and academic practice (particularly in learning and teaching)
- Monitor and evaluate courses, fields of study and whole of institution through data (including QILT data), and monitor annual operations data for academic risk mitigation and quality improvement.
- Provide advocacy and support for the College to the Higher Education and VET sectors, State and Commonwealth statutory authorities, where necessary for the purposes of submissions or responses to reports from these sectors
- Provide and demonstrate strategic educational leadership to the College
- Provide a forum to evaluate and transmit ideas and knowledge of natural medicine and its perception in the wider community, through communication with relevant peak professional bodies, practitioners, alumni and current students
- Encourage further development of academic and industry-based knowledge through support of research and scholarship at the College and through links with other research institutions or funding bodies
- Critically evaluate the quality and effectiveness of educational innovations and proposals for innovation
- Ensure a strong working relationship with the Academic Board, Research Degrees Board and the VET Advisory Board through written and oral reports from the Chairpersons, and seek information or take advice on relevant matters, as necessary
- Receive, approve and evaluate new academic and/or research programs and amended academic and/or research programs (where the course structure has been changed), including ratifying submission to regulators for accreditation
- Recommend conferral of Higher Education awards for graduation, ensuring courses of study completed by graduands are consistent with approved courses
- Note conferral of VET sector awards
- Receive reports and advice from the College’s Human Research Ethics Committee (HREC) and act on such advice
- Regularly evaluate and revise as appropriate the Academic Governance Framework of the College and monitor the workings of all boards and committees through annual reporting
- Report to the ACNM Board any matters relevant to academic and/or research programs, standards, policies and procedures
- Consider and report on any matter referred to it by the ACNM Board of Directors.

Meeting Schedule

College Council shall meet at least six (6) times per annum.
Additional meetings may be scheduled on a needs basis to enable the Council to discharge its duties, to be scheduled at a date and time suitable to the majority of members.

Reporting

In order to comply with the reporting requirements of the Board and the governance responsibilities, the following reporting shall occur:
- Minutes of meetings shall be submitted for consideration to the ACNM Board of Directors
- Minutes of meetings shall be retained in the College’s primary electronic management system for use in regulatory reporting.
Review and Reference

Terms of Reference, governance and the functioning of College Council shall be subject to review at least every two years by the ACNM Board of Directors to ensure that it is operating effectively and fulfilling its functions, and reviewed for continuing relevance. College Council will undertake an annual self-evaluation of performance. Areas requiring further attention in the following year will be highlighted and recommended to the Board of Directors.
Academic Board

Rationale

The College has a governance structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Academic Board has an important role within the governance framework of ACNM. College Council views Academic Board as a forum through which senior academic staff can provide advice to College Council on the College’s core academic business activities in higher education including teaching and learning, and which liaises with the Research Degrees Board and VET Advisory Board on matters relating to those Boards. The Council also looks to the Academic Board to provide reports that ensure appropriate quality assurance processes are in place relating to higher education courses and services, and that academic standards are maintained.

Academic Board shall be the academic forum for oversight, discussion and consideration of all academic matters, and for subsequently advising the College Council on all matters of academic relevance and on the development and recommendation of academic policies and procedures pertaining to the delivery of coursework higher education courses and services.

College Council and Academic Board meet jointly on an annual basis.

The Chairperson of Academic Board, in partnership with the Director of Education, are also vested with the power to make executive decisions on behalf of the Academic Board should urgent and/or time-sensitive matters arise between meetings. Such decisions will be subject to ratification at a subsequent Academic Board meeting.

Membership

- Academic Board Chairperson – appointed by College Council (independent member who is a senior academic staff member from another higher education institution, particularly in the field of complementary medicine, integrative medicine or pedagogy)
- Director of Education
- Director, Student Services and Retention
- National Quality, Governance & Compliance Manager
- National Librarian
- National Educational Pathways Manager
- National Teaching and Learning Specialist
- One (1) Head of Department / Associate Head of Department representative from the discipline with most student enrolments (appointed by the Director of Education)
- One (1) Head of Department / Associate Head of Department representative from a holistic sciences discipline (appointed by the Director of Education)
- One (1) Head of Department / Associate Head of Department representative from any other discipline (appointed by the Director of Education)
- One (1) Academic staff representative
- One (1) Sessional Academic representative

Period of Office
Elected and appointed members shall normally serve on the Academic Board for a term of two (2) years. Members may serve consecutive terms.

**Quorum**

The quorum for meetings of the Academic Board shall be half the membership holding office at the time plus one. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

**Terms of Reference**

The Academic Board shall provide general leadership in academic service delivery of approved coursework higher education courses and is charged with the responsibility for:

- Monitoring of academic affairs including the student experience and the delivery of higher education courses
- Maintenance of high academic standards in learning and teaching and in student support services
- Monitoring compliance with the Higher Education Threshold Standards and reviewing higher education courses and services in line with these Standards.

The Academic Board shall be responsible to the College Council and will have the following functions in addition to any other functions delegated to it by the College Council:

- Consider and make recommendations to College Council on issues of strategic planning associated with the higher education academic affairs of the College, across all schools, campuses and centres
- Consider and make recommendations to the College Council on any issues affecting those policies and procedures of the College which relate to the College’s higher education academic affairs
- Recommend all specific rules and regulations pertaining to the academic conduct of students in higher education courses
- Monitor approved specific rules and regulations for, and academic content of, all coursework higher education courses and subjects offered at the College
- Recommend the establishment of new academic disciplines, including related, new coursework higher education courses, and the disestablishment of existing academic disciplines, including existing coursework higher education courses
- Support all external accreditations and registration of higher education courses and, in doing so, ensure that all internal and external requirements for accreditation by professional associations and accrediting authorities are met
- Oversee the quality of the College’s academic activities relating to the conduct, assessment and continuous improvement of standards of teaching and learning. This includes evaluating courses and initiatives relating to the continuous improvement of the College’s higher education courses and activities, and reporting the results of evaluation to College Council
- Consider and approve minor changes to course content at subject level (e.g. learning outcome change, assessment change) as recommended by Course Advisory Committees, and recommend any course structure changes to College Council for approval
- In consultation with marketing staff, ensure that all marketing materials accurately reflect the rules and regulations, academic content and accreditation status of higher education courses
• Develop and implement policies for continuous quality improvement, which ensure the academic services provided aspire to be of the highest standard, and which inform the College Council’s response to all external quality audits of the College’s operations

• Advise the College Council, CEO and D&OD on the academic implications of capital works and other infrastructure developments, and on the library, computing and physical infrastructure requirements of existing and new academic disciplines and courses

• Receive and act on the advice of the College Council on long-term and short-term strategies for achieving the College academic objectives

• Receive and act on the advice of the College Council on any matters of an academic nature which the College Council may wish to pursue.

The Academic Board:
• May request and obtain information relevant to the College’s academic affairs from any Board, Committee, School or staff member of the College

• May constitute sub-committees, as appropriate, for the purposes of approved business. Such sub-committees shall report firstly to the Academic Board on matters within their designated areas of responsibility according to a timeframe established by the Academic Board

• Will report to the College Council after each meeting and on an annual basis and shall also report on matters submitted to it by College Council

• Will ensure that after approval by College Council, its decisions and recommendations are disseminated and implemented at the appropriate levels within the College.

Alternate Chairperson
The Chairperson shall nominate a proxy Chairperson if they are absent for a meeting.

Meeting Schedule
The Academic Board shall meet at least six (6) times per annum prior to College Council meetings and, where possible, to coincide with calendar requirements for approval of higher education courses. Additional meetings may be scheduled on a needs basis to enable the Board to discharge its duties.

Meeting Procedures
For the purpose of this Academic Board policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) and/or by audio-visual means.

Academic Board is empowered to seek advice and information as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the committee to be in attendance at meetings where appropriate.

Staff and external stakeholders of the College may request the opportunity to address the Academic Board at any time and this request will be considered and approved by the Chairperson of the Committee.

Sub-committees and Working Parties
As outlined above, the Academic Board may also establish sub-committees to assist its work and functions or working parties to consider special issues. College Council will be advised when the Academic Board establishes sub-committees or working parties.
Standing Sub-Committees of the Academic Board will be:
- Examiners’ (also known as Assessment) Committee
- Course Advisory Committees – Higher Education
- Complaints and Decision Review Committee – Higher Education (convened when necessary)
- Student Misconduct Committee – Higher Education (convened when necessary).

Other sub-committees may be established at any time according to the needs of the Academic Board.

The Academic Board may co-opt persons as deemed appropriate to serve on its sub-committees and/or working parties.

**Reporting**

In order to comply with the reporting requirements of the Board and the governance responsibilities, the following reporting shall occur:
- Minutes of meetings shall be submitted for consideration to the College Council
- Minutes of meetings shall be retained in the College’s primary electronic management system for use in regulatory reporting.

**Review and Reference**

Terms of Reference and the functioning of the Academic Board shall be subject to review at least every two years by the College Council to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. Each year the Academic Board will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted and recommended to the College Council.
Research Degrees Board

Rationale

The College has a governance structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning, eminence in research and positive and productive relationships with external educational, professional and research bodies and industry partners.

The Research Degrees Board has an important role within the governance framework of ACNM. College Council views the Research Degrees Board as a forum through which senior academic and research staff can provide advice to College Council on the College’s business activities pertaining to Honours courses and other higher degrees by research, and which liaises with the Academic Board on matters relating to both coursework and research studies. The Council also looks to the Research Degrees Board to provide reports that ensure appropriate quality assurance processes are in place relating to postgraduate research courses and services, and that academic and research standards are maintained.

The Research Degrees Board shall be the academic forum for oversight, discussion and consideration of all matters pertaining to research studies at the College, and for subsequently advising the College Council on all matters of academic relevance and on the development and recommendation of policies and procedures pertaining to the delivery of Honours courses and other higher degrees by research.

Membership

- Research Degrees Board Chairperson – appointed by College Council (independent member who is a senior academic staff member from another higher education institution, particularly in the field of complementary medicine, integrative medicine or pedagogy)
- Director of Education
- Associate Director, Research
- Director, Student Services and Retention
- National Librarian (or delegate Liaison Librarian)
- National Educational Pathways Manager
- Senior Lecturer, Honours
- One (1) Head of Department / Associate Head of Department / Coordinator holding at least one higher degree by research qualification (appointed by the Associate Director, Research)
- One (1) Academic staff representative (appointed by the Associate Director, Research)
- One (1) Sessional Academic (appointed by the Associate Director, Research)

Period of Office

Elected and appointed members shall normally serve on the Research Degrees Board for a term of two (2) years. Members may serve consecutive terms.

Quorum

The quorum for meetings of the Research Degrees Board shall be half the membership holding office at the time plus one. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.
Terms of Reference

The Research Degrees Board shall provide general leadership in academic service delivery of approved research-focused higher education courses and is charged with the responsibility for:

- Monitoring of academic affairs including the student experience and the delivery of research-focused higher education courses
- Maintenance of high academic standards in learning and teaching and in student support services pertaining to research-focused higher education courses
- Monitor course standards in relation to research and ethical standards in cooperation with the Research Management Committee and the Human Research Ethics Committee (as relevant)
- Monitoring compliance with the Higher Education Threshold Standards and reviewing research-focused higher education courses and services in line with these Standards.

The Research Degrees Board shall be responsible to the College Council and will have the following functions in addition to any other functions delegated to it by the College Council:

- Consider and make recommendations to College Council on issues of strategic planning associated with the higher education research affairs of the College, across all schools, campuses and centres
- Consider and make recommendations to the College Council on any issues affecting those policies and procedures of the College which relate to the College’s research-focused higher education academic affairs
- Recommend all specific rules and regulations pertaining to the academic conduct of students in research-focused higher education courses
- Monitor approved specific rules and regulations for, and academic content of, all the College research-focused higher education courses and subjects
- Review and make decisions on (either approve or deny) all applications for entry to research programs and applications by academic staff or external academics to be research student supervisors. Constructive feedback will also be provided for conveyance to those applicants who were denied program entry or supervisory duties to ensure future applications are of appropriate quality and content (this function in particular may be conducted by an appointed sub-committee)
- Recommend the establishment of new research-focused academic disciplines, including related, new higher education courses, and the disestablishment of existing research-focused academic disciplines, including existing higher education courses
- Support all external accreditations and registration of research-focused higher education courses and, in doing so, ensure that all internal and external requirements for accreditation by professional associations and accrediting authorities are met
- Oversee the quality of the College’s research-focused academic activities relating to the conduct, assessment and continuous improvement of standards of teaching and learning. This includes evaluating courses and initiatives relating to the continuous improvement of the College’s research-focused higher education courses and activities, and reporting the results of evaluation to College Council
- Consider and approve minor changes to course content at subject level (e.g. learning outcome change, assessment change) as recommended by relevant Course Advisory Committees, and recommend any course structure or major content changes to College Council for approval
- In consultation with marketing staff, ensure that all marketing materials accurately reflect the rules and regulations, academic content and accreditation status of research programs
Develop and implement policies for continuous quality improvement, which ensure the research-focused academic services provided aspire to be of the highest standard, and which inform the College Council’s response to all external quality audits of the College’s operations.

Advise the College Council, CEO and D&OD on the research-relevant academic implications of capital works and other infrastructure developments, and on the library, computing and physical infrastructure requirements of existing and new research disciplines and courses.

Receive and act on the advice of the College Council on long-term and short-term strategies for achieving the College research-focused academic objectives.

Receive and act on the advice of the College Council on any matters of an academic nature related to research which the College Council may wish to pursue.

The Research Degrees Board:

- May request and obtain information relevant to the College’s research-relevant academic affairs from any Board, Committee, School or staff member of the College.
- May constitute sub-committees, as appropriate, for the purposes of approved business. Such sub-committees shall report firstly to the Research Degrees Board on matters within their designated areas of responsibility according to a timeframe established by the Research Degrees Board.
- Will report to the College Council after each meeting and on an annual basis and shall also report on matters submitted to it by College Council.
- Will ensure that after approval by College Council, its decisions and recommendations are disseminated and implemented at the appropriate levels within the College.

Alternate Chairperson

The Chairperson shall nominate a proxy Chairperson if they are absent for a meeting.

Meeting Schedule

The Research Degrees Board shall meet at least four (4) times per annum prior to College Council meetings and, where possible, to coincide with calendar requirements for approval of Honours courses and other higher degrees by research. Additional meetings may be scheduled on a needs basis to enable the Board to discharge its duties.

Meeting Procedures

For the purpose of this Research Degrees Board policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) and/or by audio-visual means.

The Research Degrees Board is empowered to seek advice and information as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the committee to be in attendance at meetings where appropriate.

Staff and external stakeholders of the College may request the opportunity to address the Research Degrees Board at any time and this request will be considered and approved by the Chairperson of the Committee.

Sub-committees and Working Parties
As outlined above, the Research Degrees Board may also establish sub-committees to assist its work and functions or working parties to consider special issues. College Council will be advised when the Research Degrees Board establishes sub-committees or working parties.

The Research Degrees Board may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties.

**Reporting**

In order to comply with the reporting requirements of the Board and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the College Council
- Minutes of meetings shall be retained in the College’s primary electronic management system for use in regulatory reporting.

**Review and Reference**

Terms of Reference and the functioning of the Research Degrees Board shall be subject to review at least every two years by the College Council to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. Each year the Research Degrees Board will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted and recommended to the College Council.
VET Advisory Board

Rationale

The College has a governance structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Vocational Education and Training (VET) Advisory Board of ACNM has been established to provide leadership in shaping and reviewing College strategies as they relate to the vocational education sector and to support the implementation of the VET strategy. College Council views the VET Advisory Board as a forum through which senior VET staff can provide advice to College Council on the College’s core business activities in VET including teaching and learning, and which liaises with the Academic Board on matters relating to both sectors (to ensure a whole-of-College approach to these matters). The Council also looks to the VET Advisory Board to provide reports that ensure appropriate quality assurance processes are in place relating to VET programs and competencies, and that training package standards are maintained.

The VET Advisory Board will ensure appropriate teaching and learning standards of vocational education and training courses are met. The VET Advisory Board will liaise with the College’s Quality and Compliance team to ensure the progression of continuous improvement in relation to the College’s provision of vocational education and training.

The VET Advisory Board complements the work of the Academic Board and other Governance Committees of the College and will provide advice to the College Council, where relevant, on matters pertaining to the VET sector.

The Chairperson of VET Advisory Board, in partnership with the National VET Manager, CEO and D&OD as the operational leaders, are also vested with the power to make executive decisions on behalf of the VET Advisory Board should urgent and/or time-sensitive matters arise between meetings. Such decisions will be subject to ratification at a subsequent VET Advisory Board meeting.

Membership

- VET Advisory Board Chairperson – appointed by the College Council (independent member with significant experience in the VET sector)
- National VET Manager
- Director, Student Services and Retention
- National Quality, Governance & Compliance Manager
- National Educational Pathways Manager
- One (1) VET Trainer and Assessor (staff representative) from each VET College currently delivering VET courses, elected biennially by staff members (maximum of three (3))
- One (1) VET Alumni representative

Period of Office

Elected and appointed members shall normally serve on the VET Advisory Board for a term of two (2) years. Members may serve consecutive terms, if appropriate.
Quorum

The quorum for meetings of the VET Advisory Board shall be half the membership holding office at the time plus one. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Terms of Reference

The VET Advisory Board shall provide a general leadership role in training, assessment and delivery of approved VET programs and is charged with the responsibility for:

- Monitoring quality and compliance in line with the Standards for Registered Training Organisations (RTOs) 2015 and the Standards for VET Accredited Courses 2012 to ensure nationally consistent high quality training and assessment across the VET business
- Monitoring of the student experience and related support services within the delivery of approved VET programs
- Maintenance of high standards in training delivery
- Reviewing industry needs to determine additional qualification demand, either packaged or accredited and making recommendations to the College Council on such matters.

The VET Advisory Board shall be responsible to the College Council and will have the following functions in addition to any other functions delegated to it by the College Council:

- Consider and make recommendations to College Council on issues of strategic planning associated with the VET affairs of the College, across all schools, campuses and centres
- Consider and make recommendations to the College Council on any issues affecting those policies and procedures of the College which relate to the College’s VET affairs, including educational development
- Recommend all specific rules and regulations pertaining to the conduct of students in VET programs which supports teaching and learning
- Ensure operational management are aware of industry changes around compliance and regulation of VET programs and units of competency, and that the resultant changes to College rules and regulations are presented to the VET Advisory Board
- Recommend the registration of additional qualifications to scope and if appropriate the removal of other VET programs from current scope
- Support all external accreditations and registration of VET courses and, in doing so, ensure that all internal and external requirements for accreditation by professional associations and accrediting authorities are met
- Oversee the quality of the College’s VET activities relating to the conduct, assessment and continuous improvement of standards of teaching and learning, facilities and resources. This includes evaluating courses and initiatives relating to the continuous improvement of the College’s VET courses and activities against the ASQA Standards (Standards for Registered Training Organisations (RTOs) 2015 and the Standards for VET Accredited Courses 2012), and reporting the results of evaluation to College Council
- Focus on review of Assessment Validation and Moderation processes across the VET business in at least one meeting per year
- Ensure consistency of VET policies, procedures, forms and standards across VET Health, and Fitness and within this confirm that all current and new VET course structures and other documents utilise the appropriate templates
- Develop and implement policies for continuous quality improvement in the VET activities of the College, which ensure the teaching and learning services provided aspire to be of the highest standard, and which inform the College Council’s response to all external quality audits of College operations
- Conduct internal VET audits across Health and Fitness to support our VET business and ensure we are audit ready
- In consultation with marketing staff, ensure that all marketing materials accurately reflect the rules and regulations, teaching and learning content, as well as the accreditation status of VET courses
- Receive and act on the advice of the College Council on long-term and short-term strategies for achieving College academic objectives
- Provide an Annual Report to the College Council for the previous calendar year (by the end of March every year) regarding achievements made, the extent to which the educational objectives have been achieved, and the continuous improvement measures implemented across the VET sector for Health and Fitness
- Adopt VET Conferral Reports on behalf of the College Council, for Council’s noting and recording.

The VET Advisory Board:
- May request and obtain information relevant to the College’s VET teaching and learning affairs from any Board, Committee, Department or staff member of the College
- May constitute sub-committees, as appropriate, for the purposes of approved business. Such sub-committees shall report firstly to the VET Advisory Board on matters within their designated areas of responsibility according to a timeframe established by the VET Advisory Board
- Will report to the College Council with its minutes after each meeting and on an annual basis and shall also report on matters submitted to it by College Council
- Will ensure that after its recommendations are noted or approved by College Council, that the information is disseminated and implemented by the appropriate management within the College.

Alternate Chairperson

In the absence of a Chairperson, the meeting shall nominate a Deputy Chairperson for the meeting.

Meeting Schedule

The VET Advisory Board shall meet four (4) to six (6) times a year. Additional meetings may be scheduled on a needs basis to enable the Board to discharge its duties. Reports from VET Advisory Board meetings will be forwarded to the College Council for inclusion in the next Council Agenda.

Meeting Procedures

For the purpose of this Board policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio-visual means (e.g. Skype).

The VET Advisory Board is empowered to seek advice and information as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such
persons may be invited by the Chairperson of the Board to be in attendance at meetings where appropriate.

Staff and external stakeholders of the College may request the opportunity to address the VET Advisory Board at any time and this request will be considered and approved by the Chairperson of the Board.

Sub-committees and Working Parties

As outlined above, the VET Advisory Board may also establish sub-committees to assist its work and functions or working parties to consider special issues. The College Council should be advised when the Board establishes sub-committees or working parties.

The VET Advisory Board may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties.

Reporting

In order to comply with reporting requirements of the VET sector and governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the College Council
- Minutes of meetings shall be retained in the College’s primary electronic management system for use in regulatory and institutional reporting.

Review and Reference

Terms of Reference and the functioning of the VET Advisory Board shall be subject to review at least every two years by the College Council to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. Each year the VET Advisory Board will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted and recommended to the College Council.
Course Advisory Committees – Higher Education

Rationale

The College has a governance structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Academic Board shall establish Course Advisory Committees - Higher Education (CACs) in accordance with external higher education accreditation and registration requirements to oversee all non-research based higher education courses. The Research Degrees Board will establish CACs to oversee all research-focused higher education courses.

CACs are an important mechanism for connecting the College with industry and professional communities. These committees bring independent members’ experience and perspective for the College to consider future academic options and monitor the quality of existing higher education courses, and provide another measure of assuring the competitive quality and relevance of the College higher education course offerings. The College recognises the need for structural diversity as an essential element of the College. Since each profession is characterised by a specific range of disciplines and has unique requirements for professional accreditation, departments are encouraged to create specific CACs that best suit their particular needs.

Course Advisory Committees – Higher Education are established to:

- Provide advice on educational approaches/strategies in core/foundational subject areas, as well as in discipline-specific subject areas
- Provide advice on new course proposals
- Report on applications for accreditation of new courses and reaccreditation of existing courses
- Review existing courses.

Course Advisory Committees – Higher Education shall advise the Academic Board or Research Degrees Board on matters pertaining to College higher education courses in accordance with these Committees’ Terms of Reference.

Membership - Coursework degrees

CACs for Coursework degrees should be composed primarily of members drawn from the external (independent) community. Independent membership should be reflective of the broad range of knowledge, skills, and/or attributes represented by the discipline profile. Individual independent members may not necessarily be appointed as representatives of a specific constituency but for their individual contributions to an appropriate mix of perspective across the committee.

Independent Members:

- Two (2) persons from public or private sector higher educational institutions who offer similar courses of study or are familiar with the discipline
- Two (2) or more persons from professional associations representing the discipline at State and/or national level or who broadly reflect the interests of potential employers of course graduates and the professional standards of the field of study
- One (1) Consumer Representative (undertaking discipline-specific medical care or previous experience as a consumer representative)
• One (1) member of the Alumni of the College who is a natural medicine practitioner in the relevant discipline.

Internal Members:
• Head of Department / Associate Head of Department / Course Coordinator for the relevant discipline (Chair)
• Director of Education
• Two (2) Senior Lecturers for the relevant discipline who are located on a different campus to the Head of Department / Associate Head of Department
• One (1) Sessional Academic with continuous service to the College of at least two (2) teaching periods in the relevant discipline
• One (1) Student representative – course specific

Other persons with expertise in areas relevant to the Committee’s work may be co-opted if required.

Membership - Postgraduate Research Degrees

CACs for Postgraduate research degrees should be composed primarily of members drawn from the external (independent) community. Independent membership should be reflective of the broad range of knowledge, skills, and/or attributes represented by the discipline profile. Individual independent members may not necessarily be appointed as representatives of a specific constituency but for their individual contributions to an appropriate mix of perspective across the committee.

Independent Members:
• Two (2) persons from public or private sector higher educational institutions who offer similar courses of study or are familiar with the discipline
• Two (2) or more persons from relevant industries representing end-users of research or who broadly reflect the interests of potential employers of course graduates and the professional standards of the field of study
• One (1) Representative from a peak body related to the field of study
• One (1) member of the Alumni of the degree who is actively engaged in research.

Internal Members:
• Senior Lecturer - Honours (Chair)
• Director of Education
• Senior Lecturer for the relevant degree
• Postgraduate Academic Liaison Officer
• One (1) Sessional academic with approval as a Category 1 supervisor who has supervised at least one student enrolled in the degree at the College through to completion within the last two (2) years
• One (1) Student representative – course specific

Other persons with expertise in areas relevant to the Committee’s work may be co-opted if required.

Period of Office

Elected and appointed members shall normally serve on the Course Advisory Committee – Higher Education for a term of two (2) years. Members may serve consecutive terms if appropriate to their membership.
Quorum
The quorum for CAC meetings shall be half independent plus half internal (of the members holding office at the time) plus one. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Terms of Reference
CACs are established in order to support the development and delivery of all higher education courses and awards to be conferred by the College.

CACs shall be directly responsible to the Academic Board or Research Degrees Board dependent on discipline / course area of focus. The CACs will have the following functions:

- Consider and make recommendations in relation to the structure and content of course(s) and ensure the relevance to professional and community trends by acting as a strategic scanning mechanism and assisting the relevant discipline in identifying needs and opportunities in teaching and research, and making timely responses to changes in industry, professions or the community
- Provide advice on the comparability of the course(s) to similar courses at universities, other private higher education providers, or other registered training organisations
- Monitor issues relating to quality of the course(s), and make recommendations as to the quality of curriculum development and assessment
- Provide networking opportunities to benefit students and staff of the College through the establishment and maintenance of strong industry connections
- Provide advice on the validation of learning outcomes for graduating students
- Provide feedback on the course(s) with a view to future development
- Offer early input, advice and evaluative comment on new course proposals in terms of industry relevance and professional practice and report to the Academic Board or Research Degrees Board (as relevant) on whether the development of the course should continue
- Consider annual course reports from Heads of Department / Associate Heads of Department / Course Coordinators for the relevant discipline and cases for continuing courses and the proposed course improvements
- Assess any suggestions of major changes to a course and report to the Academic Board or Research Degrees Board (as relevant) on whether the changes should be supported
- Provide advice on opportunities to extend the effectiveness of collaboration with other tertiary institutions, professional associations, industry stakeholders, government and community organisations
- Consider and report on any matter referred to it by the Academic Board or Research Degrees Board (as relevant) or the Director of Education or Associate Director, Research (as relevant).

Alternate Chairperson
The Chairperson shall nominate a Deputy Chairperson if they are absent for a meeting.

Meeting Schedule
The CACs shall meet at least two times per year, after which each Committee shall report to the Academic Board or Research Degrees Board (as relevant) at the next available meeting. Additional extraordinary meetings shall be called to consider further development of curricula and/or changes to the course(s) as part of the cycle of continuous improvement in curriculum
development and delivery. Additional meetings may be scheduled on a needs basis to enable the Committees to discharge its duties.

**Meeting Procedures**

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio visual means.

The CACs are empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the committee to be in attendance at meetings where appropriate.

Staff and external stakeholders of the College may request the opportunity to address the CAC at any time and this request will be considered and approved by the Chairperson of the Committee.

**Reporting**

In order to comply with the reporting requirements of this CAC and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board or Research Degrees Board (as relevant)
- Minutes of meetings shall be retained in the College’s primary electronic management system for use in regulatory and institutional reporting.

**Review and Reference**

Terms of Reference and the functioning of the CACs shall be subject to a periodic review at least every two years by the Academic Board or Research Degrees Board (as relevant) to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. Each year the CACs for each discipline will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted to the Academic Board or Research Degrees Board (as relevant).
VET Health Industry Advisory Group

Rationale & Purpose

The purpose of this Terms of Reference is to document the objectives, commitments and administration of the VET Health Industry Advisory Group of the Endeavour College of Natural Health (ECNH).

The purpose of the VET Health Industry Advisory Group is to help support and inform VET education offered at ECNH within the Health and Allied Health sectors.

VET Industry Advisory Groups are an important mechanism for connecting the College with industry. These groups bring independent members’ experience and perspective for the College to consider future training options and monitor the quality of existing VET courses, and provide another measure of assuring the competitive quality and relevance of the College’s VET offerings.

The primary function of the VET Health Industry Advisory Group is to advise ECNH on:
- industry developments (field of study and educationally)
- workforce matters
- quality feedback
- training needs.

VET Health Industry Advisory Group members are representatives from different areas of industry, including but not limited to:
- Allied Health
- Complementary Medicine
- Western Medicine
- Regulatory Bodies
- Vocational Education and Training
- Higher Education.

The VET Health Industry Advisory Group shall advise the VET Advisory Board on matters pertaining to College VET courses in accordance with this group’s Terms of Reference.

Commitments

On agreeing to be a part of the VET Health Industry Advisory Group, members commit to the following:
- To attend 2 – 4 meetings per year (or more should there be a new qualification/s or competencies, or significant industry changes for the group to consider)
- To have read over the Agenda and relevant papers before each meeting, and to have prepared any information they believe may be relevant or helpful for the meeting
- To be a two-way communication channel between industry and ECNH
- To act in accordance with this Charter and Terms of Reference
- To act in accordance with the interests of ECNH as a whole and in respect to policies and procedures.
- To follow directions and policies as may be communicated by the VET Advisory Board or College Council (including those developed by the College Council and approved by the ACNM Board) with respect to the governance and operation of ECNH

Roles & Terms of Reference
The VET Health Industry Advisory Group is not placed to make decisions or represent ECNH as employees. The group acts purely in an advisory and consultative role. Group members are encouraged to actively discuss industry trends and industry gaps within the Health, Allied Health and Wellness sectors. Group meetings are intended to ensure currency of information and knowledge of these sectors, to inform courses currently on scope and to elicit discussion of prospective additions to or removal from scope.

VET Industry Advisory Groups shall be directly responsible to the VET Advisory Board. The groups will have the following functions:

- Consider and make recommendations in relation to the structure and content of VET courses and ensure the relevance of included modules to professional and industry trends
- Provide advice on the comparability of the courses to similar courses at other registered training organisations
- Monitor issues relating to quality of the courses, and make recommendations as to the quality of training delivery and assessment
- Provide networking opportunities to benefit students and staff of the College through the establishment and maintenance of strong industry connections
- Provide advice on the usefulness of learning outcomes within the industry for graduating students
- Provide feedback on the courses with a view to future development
- Offer early input, advice and evaluative comment on proposals to add packages to scope or to add accredited courses in terms of industry relevance and professional practice and report to the VET Advisory Board on such proposals
- Provide advice on opportunities to extend the effectiveness of collaboration with other institutions, industry stakeholders, government and community organisations
- Consider and report on any matter referred to it by the VET Advisory Board or the College Council.

Membership

The VET Health Industry Advisory Group will be chaired by the National VET Manager or their nominee.

Apart from the internal Chair above, the VET Health Industry Advisory Group is comprised of six to eight (6 – 8) independent members, with membership reflective of the broad range of knowledge, skills, and/or attributes represented by the courses under scope. Individual independent members may not necessarily be appointed as representatives of a specific constituency but for their individual contributions to an appropriate mix of perspective across the group. Members may be sourced from the following areas of expertise:

- Practitioners representing any of the fields covered by training packages under the College’s scope
- Academics / Trainers from other institutions offering courses in similar fields
- Representatives of Industry Skills Councils
- Representative practitioners or academics / trainers of fields the College is looking to add to scope in the near future.

New members may be offered a position within the group by the CEO, DD&O or National VET Manager, and may be added at the discretion jointly of the group and ECNH executive management. Representation is encouraged from across Australia where possible.
Period of Office

Positions are for a term of 12 months with the capacity to be extended each 12 months for a period of up to three years. If a member does not attend a meeting or provide any written feedback on meeting papers as distributed for two meetings in a row, their ongoing membership of the group will be discussed by the group and may be cancelled immediately.

Should a group member wish to withdraw from the VET Health Industry Advisory Group they may do so by informing the National VET Manager (Chair) in writing.

Quorum

The quorum for Industry Advisory Group meetings shall be half of the members holding office at the time plus one. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Alternate Chairperson

The Chairperson shall nominate a Representative Chairperson if they are absent for a meeting.

Meeting Schedule and Procedures

Meetings will be conducted 2 – 4 times per year, after which the group shall report to the VET Advisory Board at the next available meeting. The group may meet more frequently should there be a new qualification/s or competencies, or significant industry changes for the group to consider.

For the purpose of this group, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio-visual means (e.g. Skype). Meetings will be hosted by the ECNH Brisbane or Sydney campuses at all times.

Members will be notified of meeting dates and an Agenda will be circulated by ECNH. VET Health Industry Advisory Group members are encouraged to submit Agenda items for discussion at meetings. VET Health Industry Advisory Group Meetings will be minuted by an internal administrative staff member of ECNH. Outcomes of these meetings will be circulated by the National VET Manager.

Information from the meeting may be used by ECNH in business decisions and within audit evidence.

Confidentiality

The VET Health Industry Advisory Group is purely an advisory group and members do not represent ECNH in any way. Information provided in meetings is subject to strict confidentiality and not to be shared outside the meeting without the expressed permission of members of the group and ECNH management team.

Members of the group that are found to act inappropriately in regard to behaviour or confidentiality may be requested to leave the group and may be subject to legal action.

Reporting

In order to comply with the reporting requirements of this Industry Advisory Group and the governance responsibilities, the following reporting shall occur:
- Minutes of meetings shall be submitted for consideration to the VET Advisory Board
- Minutes of meetings shall be retained in the College’s primary electronic management system for use in regulatory and institutional reporting.

**Review and Reference**

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the VET Health Industry Advisory Group members, National VET Manager, CEO, VET Advisory Board and College Council.
VET Fitness Industry Advisory Group

Rationale & Purpose

The purpose of this Terms of Reference is to document the objectives, commitments and administration of the VET Fitness Industry Advisory Group of the FIAFitnation.

The purpose of the VET Fitness Industry Advisory Group is to help support and inform VET education offered at FIAFitnation within the Health and Fitness sectors.

VET Industry Advisory Groups are an important mechanism for connecting the College with industry. These groups bring independent members’ experience and perspective for the College to consider future training options and monitor the quality of existing VET courses, and provide another measure of assuring the competitive quality and relevance of the College’s VET offerings.

The primary function of the VET Fitness Industry Advisory Group is to advise FIAFitnation on:

- industry developments (field of study and educationally)
- workforce matters
- quality feedback
- training needs.

VET Fitness Industry Advisory Group members are representatives from different areas of industry, including but not limited to:

- Large Gym chains
- Outdoor trainers
- Franchisors
- Retailers
- Regulatory Bodies
- Vocational Education and Training
- Higher Education.

The VET Fitness Industry Advisory Group shall advise the VET Advisory Board on matters pertaining to College VET courses in accordance with this group’s Terms of Reference.

Commitments

On agreeing to be a part of the VET Fitness Industry Advisory Group, members commit to the following:

- To attend 2 – 4 meetings per year (or more should there be a new qualification/s or competencies, or significant industry changes for the group to consider)
- To have read over the Agenda and relevant papers before each meeting, and to have prepared any information they believe may be relevant or helpful for the meeting
- To be a two-way communication channel between industry and FIAFitnation
- To act in accordance with this Terms of Reference
- To act in accordance with the interests of FIAFitnation as a whole and in respect to policies and procedures.
- To follow directions and policies as may be communicated by the VET Advisory Board or College Council (including those developed by the College Council and approved by the ACNM Board) with respect to the governance and operation of FIAFitnation

Roles & Terms of Reference
The VET Fitness Industry Advisory Group is not placed to make decisions or represent FIAFitnation as employees. The group acts purely in an advisory and consultative role. Group members are encouraged to actively discuss industry trends and industry gaps within the Health and Fitness sectors. Group meetings are intended to ensure currency of information and knowledge of these sectors, to inform courses currently on scope and to elicit discussion of prospective additions to or removal from scope.

VET Industry Advisory Groups shall be directly responsible to the VET Advisory Board. The groups will have the following functions:

- Consider and make recommendations in relation to the structure and content of VET courses and ensure the relevance of included modules to professional and industry trends
- Provide advice on the comparability of the courses to similar courses at other registered training organisations
- Monitor issues relating to quality of the courses, and make recommendations as to the quality of training delivery and assessment
- Provide networking opportunities to benefit students and staff of the College through the establishment and maintenance of strong industry connections
- Provide advice on the usefulness of learning outcomes within the industry for graduating students
- Provide feedback on the courses with a view to future development
- Offer early input, advice and evaluative comment on proposals to add packages to scope or to add accredited courses in terms of industry relevance and professional practice and report to the VET Advisory Board on such proposals
- Provide advice on opportunities to extend the effectiveness of collaboration with other institutions, industry stakeholders, government and community organisations
- Consider and report on any matter referred to it by the VET Advisory Board or the College Council.

Membership

The VET Fitness Industry Advisory Group will be chaired by the National VET Manager or their nominee.

Apart from the internal Chair above, the VET Fitness Industry Advisory Group is comprised of six to eight (6 - 8) independent members, with membership reflective of the broad range of knowledge, skills, and/or attributes represented by the courses under scope. Individual independent members may not necessarily be appointed as representatives of a specific constituency but for their individual contributions to an appropriate mix of perspective across the group. Members may be sourced from the following areas of expertise:

- Practitioners representing any of the fields covered by training packages under the College’s scope
- Academics / Trainers from other institutions offering courses in similar fields
- Representatives of Industry Skills Councils
- Representative practitioners or academics / trainers of fields the College is looking to add to scope in the near future.

New members may be offered a position within the group by the CEO, D&OD or National VET Manager, and may be added at the discretion jointly of the group and FIAFitnation executive management. Representation is encouraged from across Australia where possible.
Period of Office

Positions are for a term of 12 months with the capacity to be extended each 12 months for a period of up to three years. If a member does not attend a meeting or provide any written feedback on meeting papers as distributed for two meetings in a row, their ongoing membership of the group will be discussed by the group and may be cancelled immediately.

Should a group member wish to withdraw from the VET Fitness Industry Advisory Group they may do so by informing the National VET Manager (Chair) in writing.

Quorum

The quorum for Industry Advisory Group meetings shall be half of the members holding office at the time plus one. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Alternate Chairperson

The Chairperson shall nominate a Representative Chairperson if they are absent for a meeting.

Meeting Schedule and Procedures

Meetings will be conducted 2 – 4 times per year, after which the group shall report to the VET Advisory Board at the next available meeting. The group may meet more frequently should there be a new qualification/s or competencies, or significant industry changes for the group to consider.

For the purpose of this group, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio-visual means (e.g. Skype). Meetings will be hosted by the FIAFitnation Melbourne, Brisbane or Sydney campuses at all times.

Members will be notified of meeting dates and an Agenda will be circulated by FIAFitnation. VET Fitness Industry Advisory Group members are encouraged to submit Agenda items for discussion at meetings. VET Fitness Industry Advisory Group Meetings will be minuted by an internal administrative staff member of FIAFitnation. Outcomes of these meetings will be circulated by the Director, Fitness.

Information from the meeting may be used by FIAFitnation in business decisions and within audit evidence.

Confidentiality

The VET Fitness Industry Advisory Group is purely an advisory group and members do not represent FIAFitnation in any way. Information provided in meetings is subject to strict confidentiality and not to be shared outside the meeting without the expressed permission of members of the group and FIAFitnation management team.

Members of the group that are found to act inappropriately in regard to behaviour or confidentiality may be requested to leave the group and may be subject to legal action.

Reporting

In order to comply with the reporting requirements of this Industry Advisory Group and the governance responsibilities, the following reporting shall occur:
- Minutes of meetings shall be submitted for consideration to the VET Advisory Board
- Minutes of meetings shall be retained in the College’s primary electronic management system for use in regulatory and institutional reporting.

**Review and Reference**

This Charter and Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the VET Fitness Industry Advisory Group members, National VET Manager, CEO, VET Advisory Board and College Council.
Examiners’ Committee – Higher Education

Rationale
The College has a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Examiners’ Committee - Higher Education (HE) shall advise the Academic Board on outcomes of undergraduate Semester results and results of the online study cohorts which ended during that Semester. An External Moderator will be appointed to review a sample of results for monitoring of academic progress and the activities undertaken by the departments to assess students’ achievement of learning outcomes for each subject in which they are enrolled, and to write an External Moderators Report on the academic outcomes of each semester. This report will be considered at a meeting of the Examiners’ Committee. As a result of the Minutes taken at meetings of the Examiners’ Committee - HE, and any issues highlighted in the External Moderator’s reports, the departments will investigate issues and report to the Academic Board on the results of these investigations and any further outcomes, particularly recommended changes to the delivery and/or assessment of subjects. These reports will then be tabled at Academic Board and College Council for notation and approval.

Membership
- Director of Education (Chairperson)
- Director, Student Services and Retention
- National Quality, Governance & Compliance Manager
- National Student Records Coordinator
- All Heads of Department / Associate Heads of Department / Course Coordinators

Period of Office
Members shall serve on the Examiners’ Committee - HE for the period of time they hold the relevant position at the College, and will be replaced on the Committee by the new incumbent at such time as they relinquish that position.

Quorum
The quorum for meetings of the Examiners’ Committee – HE meetings shall be half of the members holding office at the time plus one. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Terms of Reference
The Examiners’ Committee - HE is established in order to support the ongoing academic rigour of all higher education courses and awards to be conferred by the College.

The role of the Examiners’ Committee is to ensure the assessment tasks and timing, moderation and release of grades are undertaken in a timely fashion, including student progression and
achievement and performance at the subject level and course level.

The Examiners’ Committee – HE shall be directly responsible to the Academic Board and will have the following functions:

- Consider Department Results Reports from each academic department and note any highlighted anomalies and positive outcomes
- Approve final grades for all students including those reviewed in detail and recommended by the Head of Department / Associate Head of Department / Course Coordinator and those decided by the Examiners’ Committee – HE out of issue discussion
- Monitor issues relating to quality of the courses and assessment arising out of identified anomalies in Department Results Reports, and make recommendations as to the quality of assessment
- Report to the Academic Board on outcomes of results of a study period, including any issues identified by the committee, outcomes of investigations emanating from these, and recommended changes to delivery and/or assessment of subjects as a result of this process
- Review proposed list of exclusions based on consistent failure to progress, maintain adequate GPA or repeat subject failures
- Consider and report on any matter referred to it by the Academic Board, College Council or the Director of Education.

Secretarial Arrangements

For the purposes of the Examiners’ Committee – HE, the appointed Minute Secretary shall not have rights of audience, debate or vote.

Alternate Chairperson

The Chairperson shall nominate a Deputy Chairperson if they are absent for a meeting.

Meeting Schedule

The Examiners’ Committee - HE shall meet at the end of each semester, prior to release of results for that semester. The Examiners’ Committee – HE shall also meet for post-results release moderation and consideration of external moderation reports at least eight (8) weeks into the following semester but before the end of that semester. Additional meetings may be scheduled on a needs basis to enable the Committee to carry out its duties.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio visual means.

The Examiners’ Committee - HE is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the committee to be in attendance at meetings where appropriate.

Reporting

In order to comply with the reporting requirements of this Examiners’ Committee - HE and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board
• Minutes of meetings shall be retained in the College's primary electronic management system for use in regulatory reporting and institutional management.

• A summary of actions and recommendations from Examiners’ Committee shall be reported to Academic Board, appended with Academic Board commentary, and forwarded to College Council for consideration, as part of the next practicable meeting cycle following each Examiners’ Committee meeting.

Review and Reference

The functioning of the Examiners’ Committee - HE shall be subject to review at least every two years by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. Each year the Examiners’ Committee - HE will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted to the Academic Board.
Subject Advisory Committees – Higher Education

Rationale

The College has a governance structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and community organisations.

In line with its strategic goal to include innovative and future-thinking content that engages with industry in its courses, the College has identified that, in certain content areas, there may be the need to engage specialist expertise external to the College to provide further guidance and input into curriculum development.

Subject Advisory Committees - Higher Education (SACs) will be established in situations where consultation with a particular community or specialist group is required in the development or major revision of a subject. SACs will only be established on a case by case basis if deemed necessary by the relevant Director of Education or requested by another committee of the College (i.e. Course Advisory Committee (CAC), Academic Board or College Council); other subject development will follow the usual process.

SACs are an important mechanism for connecting the College with specialist communities. These committees bring external members’ experience and perspective for the College to consider subject content and delivery options for specialist subjects and assess the quality and relevance of existing specialist subjects (where deemed necessary by the Director of Education).

Subject Advisory Committees – Higher Education are established to:

- Provide advice on new specialist subject proposals
- Provide advice on educational approaches/strategies in specialist subject areas
- Review existing specialist subjects for currency and relevance, where they are identified through the normal review process as being particularly problematic for student outcomes.

Subject Advisory Committees – Higher Education shall advise the relevant party (Director of Education or relevant committee of establishment) on matters pertaining to higher education subjects in accordance with these Committees’ Terms of Reference.

Membership

SACs should be composed primarily of members drawn from the external specialist community. External membership should be reflective of the range of knowledge, skills, and/or attributes represented by the specialist profile. Individual external members will be appointed for their specialist knowledge and their individual contributions to an appropriate mix of perspective across the committee.

External Members:

- Up to two (2) persons from public or private sector higher educational institutions who offer similar subjects or are familiar with the specialist area (one member could be substituted with another community member if the specialist area is emerging in higher education or has more of a community focus)
- Up to two (2) persons from industry or consumer groups representing the specialist area at State and/or national and/or international level (preferably one representing each State in which the subject is proposed to be offered)
- Any other specialist members deemed appropriate by the Chair
Internal Members:
- Director of Education (Chair)
- Head of Department / Associate Head of Department / Course Coordinator for the relevant course / discipline
- Dean and Operations Director (ex-officio)
- One (1) proposed Subject Coordinator or Lecturer for the subject

Other persons with expertise in areas relevant to the Committee’s work may be co-opted if required.

Period of Office
As this is an ad-hoc committee, there will be no formal period of office. However Members may be requested to attend multiple meetings over the period of a subject’s development or review.

Quorum
A quorum for SAC meetings shall require half of the external membership (of the members holding office at the time) to be present. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Terms of Reference
SACs are established in order to support the development and delivery of specialist higher education subjects in a course offered by the College.

SACs shall be ultimately responsible to the Director of Education or the Committee of establishment (CAC, Academic Board or College Council) and will have the following functions:
- Consider and make recommendations in relation to the structure and content of subject and ensure the relevance to specialist and community trends by acting as a strategic scanning mechanism, including making timely responses to changes in industry, professions or the community
- Provide advice on the comparability of the subject to similar subjects at universities, other private higher education providers, or other registered training organisations
- Provide advice on networking opportunities to benefit students and staff of the College through the establishment and maintenance of strong industry connections
- Provide advice on the appropriateness of subject learning outcomes for students
- Provide feedback on the subject with a view to future development
- Offer early input, advice and evaluative comment on new specialist subject proposals in terms of industry / community relevance, professional practice and appropriateness and report to the establishing party / committee on whether development of the subject should continue
- If relevant, assess any suggestions of major changes to the subject and report to the establishing party / committee on whether the changes should be supported
- Provide advice on opportunities to extend the effectiveness of collaboration with other tertiary institutions, industry stakeholders, government and community organisations
- Consider and report on any matter referred to it by the establishing party / committee.

Alternate Chairperson
The Head of Department / Associate Head of Department / Course Coordinator shall be the Alternate Chairperson if the Chairperson is absent for a meeting.
Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio visual means.

The SACs are empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the committee to be in attendance at meetings where appropriate.

Staff and external stakeholders of the College may request the opportunity to address the SAC at any time and this request will be considered and approved by the Chairperson of the Committee.

The meeting may be sound-recorded for the purpose of keeping a full record of meeting discussions. The minutes will be taken by a member of the Compliance team or another staff member nominated by the Director of Education.

Reporting

In order to comply with the reporting requirements of this SAC and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the relevant CAC
- Minutes of meetings shall be retained in the College’s primary electronic management system for use in regulatory and institutional reporting.

Review and Reference

Terms of Reference of the SACs shall be subject to a review at least once every two years by the College Council for continuing relevance, with any areas of concern highlighted to the relevant CAC for consideration.
Teaching and Learning Committee

Rationale

The College has a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

Current compliance structure for ensuring quality and accountability in academic delivery includes:

1. Course Advisory Committee which advises on the quality at a level of a single subject, including content and assessment changes
2. Academic Board which approves the academic and student related policies and procedures that underpin College’s higher education compliance with regulatory obligations. Academic Board also reviews and monitors the performance of all academic areas of the College to assist with quality management and ensure continual improvement of those operational processes.
3. Subject Advisory Committee - Higher Education are only established in situations where consultation with a particular community or specialist group is required in the development or major revision of a subject.

The Teaching and Learning Committee (TLC) will provide a rounded quality education system oversight that includes management of the College’s teaching and learning quality and activities as well as furthering and awarding professional development and excellence of teaching staff.

Membership

- One (1) external member with extensive experience in all aspects of teaching and learning within a higher education environment (Chairperson)
- National Teaching and Learning Specialist (Deputy Chairperson)
- Online teaching and learning specialist
- At least one (1) other external member with experience in development, monitoring and ongoing management of high quality teaching and learning within a higher education environment (physical and/or virtual)
- Four (4) Academic staff representatives (one from each discipline) appointed by the College Council under the recommendation of the Office of Director of Education to reflect College’s discipline diversity

Period of Office

Elected and appointed members shall normally serve on the Teaching and Learning Committee for a term of two (2) years. Members may serve consecutive terms.

Quorum

The quorum for meetings of the Teaching and Learning Committee shall be half the membership holding office at the time plus one, provided that this includes at least one external member of the committee. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.
Terms of Reference

The Teaching and Learning Committee will have the following functions:

- Advise and make recommendations to the Academic Board and/or other College bodies in matters of curriculum, assessment, academic policy development and overall student academic activities, experiences and outcomes.
- Review matters arising from the Examiners’ Committee and report outcomes to the Academic Board and/or other college bodies as necessary.
- Oversee and report on quality and integrity of all College teaching and learning activities.
- Develop and implement procedures and guidelines for measuring all College teaching and learning activities.
- Ensure evidence-based curriculum development for improving the quality of all College teaching and learning activities.
- Oversee any proposed improvement or enhancement of the student learning experience, including physical and online environments.
- Oversee professional development of staff.
- Actively encourage and consider nominations for excellence in teaching, such as Award for Teaching Excellence.
- Develop policies, procedures and guidelines to manage all student activities, including student prizes, medals and scholarships.

Alternate Chairperson

The Chairperson/Deputy Chairperson shall nominate an alternative Chairperson if they are absent for a meeting.

Meeting Schedule

The Teaching and Learning Committee shall meet four (4) times a year, normally before meetings of the Academic Board. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio visual means.

The Teaching and Learning Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the committee to be in attendance at meetings where appropriate.

Staff and external stakeholders of the College may request the opportunity to address the Teaching and Learning Committee at any time and this request will be considered and approved by the Chairperson of the Committee.

Reporting

In order to comply with the reporting requirements of this Teaching and Learning Committee and the governance responsibilities, the following reporting shall occur:

- Report shall be submitted for consideration to the Academic Board twice per year
- Minutes of meetings shall be retained in the College’s primary electronic management system for use in regulatory and institutional reporting.
Review and Reference

Terms of Reference and the functioning of the Teaching and Learning Committee will be subject to review at least every two years by the College Council to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. Each year the Teaching and Learning Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted to the College Council.
Complaints and Decision Review Committee – Higher Education and VET

Rationale

The College has a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

A Complaints and Decision Review Committee shall be convened to investigate complaints and appeals under Stage 3 – Appealing the Original Decision of the College’s Grievance Policy. This Committee is to service both the Higher Education (HE) (including research) and the Vocational Education Training (VET) sectors.

Membership

- A Chairperson, who must be an independent member of the College Council (appointed by the Director, Student Services)
- One (1) Academic Board member
- One (1) Academic Staff member from Higher Education, Research or VET (dependant on the nature of the decision under review)
- One (1) Student Representative (currently enrolled)
- Minute Secretary – Director, Student Services and Retention.

As this is an ad hoc committee, members shall be invited to sit on the committee by the Director Student Services and Retention (the standing Minute Secretary of this committee). On inviting members to sit on this committee, the Director, Student Services and Retention will consider the nature of the complaint being reviewed and determine appropriate membership.

Period of Office

As this is an ad hoc committee, members shall serve on the Complaints and Decision Review Committee for the length of time a particular investigation is underway. Members may serve on this committee for consecutive investigations if deemed appropriate.

Quorum

All members of the Complaints and Decision Review Committee appointed to investigate a complaint/decision must be present at all meetings regarding that complaint/decision. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance.

Terms of Reference

The Complaints and Decision Review Committee shall be directly responsible to the Academic Board, Research Degrees Board or VET Advisory Board and will have the following functions:

- Investigate the complaint, which may include reviewing the available evidence or seeking additional evidence or clarification on matters from staff or students, ensuring appropriate confidentiality is maintained.
- Interview staff or students as required, including those against whom the complaint is made and the complainant, ensuring all parties are offered the right to have their chosen support person in attendance at the interview
- The Chairperson must determine any question relating to admissibility of evidence and any other question of law
- Determine, on balance of probabilities, whether the complaint is founded or not
- In exceptional circumstances where there are substantial grounds to believe that it is necessary in the interests of justice and procedural fairness, consider the matter afresh according to the merits of the case
- Refer a matter back to the Director of Education or Academic Board, as appropriate, for further consideration and recommendations
- Notify the student of the Committee’s decision in writing
- Notify any other person of the decision and reasons where proper, ensuring appropriate confidentiality is maintained.

Secretarial Arrangements

The Director, Student Services and Retention shall be the standing Minute Secretary for the Complaints and Decision Review Committee, unless a conflict of interest is either self-declared or identified by a member of the ad hoc committee. In such a case, the Director, Student Services and Retention will appoint another appropriate member of staff to act as Minute Secretary.

The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chairperson, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of debate or vote and must be made aware of the importance of maintaining confidentiality around the meeting proceedings.

The Minute Secretary shall provide an annual report to the Academic Board, Research Degrees Board and the VET Advisory Board of the complaints that have been heard and of the outcomes, and make available to these Boards any particular decisions and reports that they may request. The Minute Secretary may also provide to the College Council any recommendations of the Complaints and Decision Review Committee on matters of policy and procedure arising out of its investigations.

Meeting Schedule

The Complaints and Decision Review Committee shall meet on an ad hoc basis as allegations or appeal requests are received.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio visual means.

The Complaints and Decision Review Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the Committee to be in attendance at meetings where appropriate, however appropriate confidentiality must be maintained.
Staff and external stakeholders of the College may request the opportunity to address the Complaints and Decision Review Committee at any time and this request will be considered and approved by the Chairperson of the Committee, however appropriate confidentiality must be maintained.

**Reporting**

In order to comply with the dual reporting requirements of this Complaints and Decision Review Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board, Research Degrees Board or VET Advisory Board (whichever is appropriate)
- Be retained in the College’s primary electronic management system for use in regulatory and institutional reporting.

**Review and Reference**

Terms of Reference and the functioning of the Complaints and Decision Review Committee shall be subject to review at least every two years by the Academic Board, Research Degrees Board and VET Advisory Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance.
Research Management Committee (RMC)

Rationale

The College has a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The College has made provision for allocation of funds to foster research in the Academic Professional Development policy and many staff access these funds to take part in research-oriented activities. In addition, the Office of Research monitors all research undertaken at the College or by staff members of the College.

The Research Management Committee shall advise the College Council on research policy and on the development of strategies to promote research and scholarship at the College in areas of complementary medicine. In addition, it shall have delegated responsibility for reviewing the scientific worth, validity and proposed methodology of research proposals to be conducted by College staff, in collaboration with College staff, or on College premises. The Research Management Committee will recommend such research proposals to the Human Research Ethics Committee (HREC) for ethics consideration as per the HREC Terms of Reference and associated reports to the College Council. The Research Management Committee shall report on its meetings and activities to College Council.

Membership

- One (1) independent member with extensive research experience in a tertiary education environment (Chairperson)
- One (1) independent member with research experience in a tertiary education environment and areas of law or policy as it relates to complementary medicine
- Associate Director Research
- Associate Director Clinical Services
- One (1) Head of Department / Associate Head of Department / Course Coordinator nominated by the D&OD
- HREC Chairperson or their nominee
- Up to two (2) Academic staff representatives appointed by the College Council under the recommendation of the Office of Research, to reflect national and discipline diversity, who have involvement in research activities.

Period of Office

Elected and appointed members shall normally serve on the Research Management Committee for a term of two (2) years. Members may serve consecutive terms.

Quorum

The quorum for meetings of the Research Management Committee shall be half the membership holding office at the time plus one, provided that this includes at least one independent member of the committee. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.
Terms of Reference

The Research Management Committee shall be directly responsible to the College Council and will have the following functions:

- Provide advice to the College Council on the development of the research culture and profile of the College
- Develop and regularly review the College’s research policies and procedures framework in line with the College’s priorities as a primary teaching and learning institution
- Make recommendations on future strategic planning and policy directions for research and the development of scholarship
- Review proposals for research subjects or Honours degrees to be offered by the College
- Recommend opportunities for liaison with external bodies, research funding bodies and Journal editors etc. for the advancement and recognition of research and scholarship at the College
- Foster and develop research activity and scholarship amongst staff and students across all campuses and to develop and maintain a policy framework for evaluating research proposals and projects
- Make recommendations on budget and resource requirements to support research and research and scholarship activities of the College
- Maintain a register of approved research projects through the Expression of Interest process
- Monitor the progress of approved research projects in accordance with the NHMRC requirements in order to ensure that research is conducted in accordance with the College’s approval of the research
- Review the scientific worth, validity and proposed methodology of research proposals to be conducted by College staff, in collaboration with College staff, or on College premises
- Recommend research proposals to the Human Research Ethics Committee (HREC) for ethics consideration for subsequent reporting to the College Council
- Report annually to the College Council on its activities, particularly in relation to research proposals.

Alternate Chairperson

The Chairperson shall nominate a Deputy Chairperson if they are absent for a meeting.

Meeting Schedule

The Research Management Committee shall meet a minimum of four (4) times a year, normally before meetings of the College Council. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.

Meeting Procedures

For the purpose of this committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio visual means.

The Research Management Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the committee to be in attendance at meetings where appropriate.
Staff and external stakeholders of the College may request the opportunity to address the Research Management Committee at any time and this request will be considered and approved by the Chairperson of the Committee.

Reporting

In order to comply with the reporting requirements of this Research Management Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the College Council.
- Minutes of meetings shall be retained in the College’s primary electronic management system for use in regulatory and institutional reporting.

Review and Reference

Terms of Reference and the functioning of the Research Management Committee will be subject to review at least every two (2) years by the College Council to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. Each year the Research Management Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted to the College Council.
Human Research Ethics Committee (HREC)

Rationale

The College has a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Human Research Ethics Committee (HREC) is a standing committee of the Research Management Committee which shall consider ethical implications of proposed research projects involving College staff, students or affiliates and approve only those proposals which conform with the National Health and Medical Research Council (NHMRC) National Statement on Ethical Conduct in Research Involving Humans ("National Statement").

The "National Statement on Ethical Conduct in Human Research (2007)" is organized around four ethical values:

- respect
- research merit and integrity
- justice
- beneficence.

Of particular concern is the protection of participants in human research and taking their perspective in considering research proposals. The full National Statement is available at www.nhmrc.gov.au.

Membership

Membership of the HREC will be majority external / independent to the College and will comprise at least:

- Chairperson with appropriate research and ethics experience, appointed by the College Council
- Two (2) lay people - one (1) lay male and one (1) lay female - who have no affiliation with the College, and are not currently involved in medical, scientific, legal or academic work.
- Two (2) academics from higher education institutions with knowledge of, and current experience in, areas of research that are regularly considered by the committee
- One (1) person with knowledge of, and current experience as, a health care professional in the health care industry, e.g. nurse, counsellor or allied health professional
- One (1) person who is a lawyer
- One (1) person who performs a pastoral care role in the community, for example, a minister of religion or an Aboriginal elder.

At any given time, the minimum membership of the HREC should be at least 8 people, comprising, where possible, equal numbers of men and women and with a majority of members external to the College.

Newly appointed members will be provided with induction training in accordance with the National Statement. During their tenure, members will be given the opportunity to attend training that is relevant to the work and responsibilities of the HREC.

Members will keep confidential all matters which arise during HREC business. Any conflicts of interest will be declared prior to the discussion of a research proposal.
Period of Office

Elected and appointed members shall normally serve on the Human Research Ethics Committee for a term of two (2) years. Members may serve consecutive terms if deemed appropriate by the College Council.

Quorum

The quorum for meetings of the Human Research Ethics Committee shall be half the membership holding office at the time plus one, provided that this includes at least one member from each category of membership. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

If not all categories of membership are represented at a meeting, the Chair must be satisfied that all members have received all the meeting papers and have had an opportunity to contribute and have recorded their views before decisions are taken.

The withdrawal of a member due to a self-declared conflict of interest will be disregarded for quorum purposes.

Terms of Reference

The Human Research Ethics Committee shall be a standing committee of the Research Management Committee, with direct responsibility to the NHMRC and Research Management Committee, and will have the following functions:

- Consider ethical implications of proposed research projects and approve only those proposals which conform with the “National Statement”
- Correspond with applicants seeking the committee’s ethics approval about their proposals and the committee’s decisions thereon
- Ensure that all persons involved in College research that use human participants are informed about and/or have access to NHMRC’s procedures relating to the ethical conduct of research
- Facilitate and promote high calibre ethical research through efficient and effective review processes
- Report annually to the NHMRC on its activities and on request, provide information on its activities or from its records to the NHMRC
- Report biannually on its activities to the Research Management Committee
- Make recommendations to the Research Management Committee on policies and procedures for monitoring College research involving human participants.

Agendas and Minutes

Minutes, agendas and supporting documents (e.g. presentation of research projects for ethical review) shall be distributed to members of the committee at least five (5) working days prior to the forthcoming meeting.

Except with permission of the Chairperson, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary at least seven (7) working days prior to the forthcoming meeting.

A HREC Register will record all research project applications presented to the HREC.
The unconﬁrmed minutes and action sheet should be distributed within ﬁve (5) working days of the conclusion of the meeting. Members will then have ﬁve (5) working days to provide feedback on and/or conﬁrm the minutes.

Alternate Chairperson

The Chairperson shall nominate a Deputy Chairperson if they are absent for a meeting.

Meeting Schedule

The Human Research Ethics Committee shall meet on an ad hoc basis as research proposals are developed, but no less than two (2) times per year, normally before meetings of the Research Management Committee.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.

Proxy votes are not permitted at a meeting of the HREC. The HREC will reach a decision by general agreement and any decision will be considered unanimous.

Conduct and structure of meetings and deliberations

All research proposals brought before the HREC shall be presented on the Human Research Ethics Application (HREA). The HREC will consider all proposals against the criteria within the “National Statement”. Each application and amendment will be given a ﬁnal decision of:

- Approved
- Approval pending researcher’s response to HREC comments. In this instance, the response is considered by the full HREC membership
- Not Approved.

The Committee has the discretion to suspend or withdraw approval for any project which no longer complies with the approved research protocol or where the research ceases to be ethically acceptable.

Researchers or observers may only attend meetings with the permission of the Chair.

Timely consideration and review of applications

Once an application is received, after Research Management Committee approval, a normal turnaround time would be 4 weeks (20 working days) inclusive of responses to additional information requests or changes dependant on how quickly researchers can respond.

Complaints and review

Any concern or complaint about the conduct of a project should be directed to the attention of the Secretary of the HREC whose contact details will be quoted on all approved research projects’ Participant Information Statements. The Secretary will investigate complaints and consult with the Chair, HREC members and/or other personnel as required.

Any concern or complaint about the HREC’s review process will be directed to the Chair of the College Council who will investigate or delegate the investigation of the complaint.

An applicant with a complaint about the HREC’s rejection of their application should bring the complaint to the attention of the Chairperson of the Research Management Committee, who will investigate or delegate the investigation of the complaint.
Sub-committees and Working Parties

The HREC may also establish sub-committees to assist its work and functions or working parties to consider special issues. Research Management Committee will be advised when the HREC establishes sub-committees or working parties.

Standing Sub-Committees of the Academic Board will be:

- Executive Ethics Committee (ad hoc – convened when necessary):
  The Executive Ethics Committee will comprise three (3) HREC members. One (1) position must be the HREC Chair, the remaining two (2) positions will be occupied by one (1) internal and one (1) external HREC member. The constituency of this sub-committee will be rotated every six (6) months.

Other sub-committees may be established at any time according to the needs of the HREC.

The HREC may co-opt persons as deemed appropriate to serve on its sub-committees and/or working parties.

Reporting

In order to comply with the reporting requirements of this Human Research Ethics Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the College Council
- Minutes of meetings shall be retained in the College’s primary electronic management system for use in regulatory and institutional reporting
- An annual report shall be submitted to the NHMRC and the College Council on the operations of the committee.

Review and Reference

Terms of Reference and the functioning of the HREC shall be subject to review at least every two years by the Research Management Committee to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance to the NHMRC guidelines. Each year the HREC will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted to the Research Management Committee.
Research Infrastructure Committee (RIC)

Rationale

The College has a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The College requires judicious allocation of resources to build and expand the research capacity. This includes appropriate prioritisation of infrastructure to support the broad research program at the College.

The Research Infrastructure Committee (RIC) is a standing committee of the Research Management Committee. The RIC shall provide expert input to inform the growth and expansion of research infrastructure for the benefit of staff and students in line with the broad research goals and strategic directions of the College.

Membership

- One (1) external member with extensive experience in developing and maintaining research infrastructure in a higher education research environment (Chairperson)
- At least one (1) other external member with research infrastructure experience in a research environment and industry experience in the field of complementary medicine
- At least one (1) member with research infrastructure experience in an undergraduate teaching or laboratory research environment and occupational health and safety expertise
- Associate Director, Research
- One (1) research-active Head of Department / Associate Head of Department nominated by the Dean and Operations Director
- Clinical Trials Manager
- Up to three (3) Academic staff representatives appointed by the College Council under the recommendation of the Office of Research, to reflect national and discipline diversity, who have involvement in research activities.

Period of Office

Elected and appointed members shall normally serve on the Research Infrastructure Committee for a term of two (2) years. Members may serve consecutive terms.

Quorum

The quorum for meetings of the Research Infrastructure Committee shall be half the membership holding office at the time plus one, provided that this includes at least one external member of the committee. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Terms of Reference

The Research Infrastructure Committee shall be a standing committee of the Research Management Committee and will have the following functions:
- To develop a high-level Research Infrastructure Plan for approval and endorsement by the College Council aligned to the Colleges’ Strategic Plan.
The Research Infrastructure Plan and the Research Infrastructure Committee will inform the Research Management Committee of the research infrastructure needs of the College by:

- Developing and regularly reviewing the College’s research policies and procedures framework as it relates to the acquisition, access and use of research infrastructure in line with the College’s priorities as a primary teaching and learning institution
- Defining a set of categories differentiating between types of research infrastructure by strategic importance, cost or other appropriate factors
- Making recommendations on future strategic planning and policy directions for research infrastructure. This may include processes for supporting research infrastructure, such as sources and thresholds of support, leverage and criteria
- Recommending opportunities for collaborations and partnerships for access to research infrastructure to support the advancement of research and scholarship at the College
- Developing frameworks to assist management, on recommendations of budget and resource requirements to support the strategic implementation of the Infrastructure Plan including infrastructure acquisitions
- Reporting through the Research Management Committee at least annually to the College Council on its activities, particularly in relation to research infrastructure planning and implementation
- Auditing and evaluation of existing structure and the distribution and utility of that structure
- Developing frameworks to assist management, on recommendations of budget and resource requirements to support the strategic implementation of the Infrastructure Plan including infrastructure acquisitions
- Reporting through the Research Management Committee at least annually to the College Council on its activities, particularly in relation to research infrastructure planning and implementation

Alternate Chairperson

The Chairperson shall nominate a Deputy Chairperson if they are absent for a meeting.

Meeting Schedule

The Research Infrastructure Committee shall meet twice (2) times a year, normally before meetings of the Research Management Committee. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio visual means.

The Research Infrastructure Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the committee to be in attendance at meetings where appropriate

Staff and external stakeholders of the College may request the opportunity to address the Research Infrastructure Committee at any time and this request will be considered and approved by the Chairperson of the Committee.

Reporting

In order to comply with the reporting requirements of this Research Infrastructure Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the College Council
- Minutes of meetings shall be retained in the College's primary electronic management system for use in regulatory and institutional reporting.

**Review and Reference**

Terms of Reference and the functioning of the Research Infrastructure Committee will be subject to review at least every two (2) years by the College Council to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. Each year the Research Infrastructure Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted to the College Council.
Rationale

The College has a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Student Misconduct Committee shall be convened to investigate allegations of student misconduct under the College policy on Student Misconduct.

Membership

- A Chairperson, who must be an independent member of the College Council (appointed by the Director, Student Services and Retention)
- Director, Student Services and Retention (DSSR)
- One (1) representative of the Heads of Department / Associate Heads of Department / Course Coordinators
- One (1) member of the Academic staff
- One (1) Student Representative (currently enrolled)
- Minute Secretary – Student Services staff member (appointed by the DSSR).

The Student Misconduct Committee shall comprise at least one male member and one female member to provide gender balance. All issues of conflict of interest and confidentiality must be considered in the makeup of the committee.

As this is an ad hoc committee, members shall be invited to sit on the committee by the DSSR. On inviting members to sit on this committee, the DSSR will consider the nature of the alleged misconduct and determine appropriate membership.

Period of Office

As this is an ad hoc committee, members shall serve on the Student Misconduct Committee for the length of time a particular investigation is underway, with the exception of the DSSR and the Director of Education, who will serve on this committee for as long as they hold the positions. Members may serve on this committee for consecutive investigations if appropriate.

Quorum

All members of Student Misconduct Committee appointed to investigate an alleged incident of misconduct must be present at all meetings regarding that alleged incident.

Terms of Reference

The Student Misconduct Committee shall be directly responsible to the Academic Board and will have the following functions:

- Investigate the allegation of student misconduct, which may include reviewing the available evidence or seeking additional evidence or clarification on matters from staff or students, ensuring appropriate confidentiality is maintained
- Interview staff or students as required, including those against whom the allegation of misconduct is made, ensuring all parties are offered the right to have their chosen support person in attendance at the interview
• The Chairperson must determine any question relating to admissibility of evidence and any further question of law
• Refer matters back to the Academic Board as appropriate for further consideration and recommendations
• Notify the student of the committee’s decision in writing
• Notify any other person of the decision and reasons where proper, ensuring appropriate confidentiality is maintained
• Determine, on balance of probabilities, whether the misconduct allegation is founded or not and if so recommend the penalties, if any, to be imposed, maintaining appropriate confidentiality.

Secretarial Arrangements
The DSSR shall appoint a standing Minute Secretary for the Student Misconduct Committee, unless a conflict of interest is either self-declared or identified by a member of the ad hoc committee. In such a case, the DSSR will appoint another appropriate member of staff to act as Minute Secretary.

The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chairperson, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of debate or vote and must be made aware of the importance of maintaining confidentiality around the meeting proceedings.

The DSSR shall provide an annual report to the Academic Board, Research Degrees Board and the VET Advisory Board of the misconduct cases that have been heard and of the outcomes, and make available to these Boards any particular decisions and reports that they may request. The DSSR may also provide to the College Council any recommendations of the Student Misconduct Committee on matters of policy and procedure arising out of its investigations.

Meeting Schedule
The Student Misconduct Committee shall on an ad hoc basis as allegations or appeal requests are received.

Meeting Procedures
For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio visual means.

The Student Misconduct Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the committee to be in attendance at meetings where appropriate, however appropriate confidentiality must be maintained.

Staff and external stakeholders of the College may request the opportunity to address the Student Misconduct Committee at any time and this request will be considered and approved by the Chairperson of the committee, however appropriate confidentiality must be maintained.

Reporting
In order to comply with the dual reporting requirements of this Student Misconduct Committee and the governance responsibilities, the following reporting shall occur:
• Minutes of meetings shall be submitted for consideration to the Academic Board, Research Degrees Board or VET Advisory Board (whichever is appropriate)
• Minutes of meetings shall be retained in the College’s primary electronic management system for use in regulatory and institutional reporting.

Review and Reference

Terms of Reference and the functioning of the Student Misconduct Committee will be subject to review at least every two years by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the Student Misconduct Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted to the Academic Board.
## Version Summary

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<td>EA to DOE</td>
<td>Adj HOS/ADoE, rename VET Advisory Board on Chart structure, remove National Clinic Manager from AB membership</td>
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